



## Covid Operational Safety Plan

The following procedures will be followed to support school return as of October 29, 2020:

### Public Health Measures

- Students or staff who have flu-like, Covid-19 symptoms are sent or must stay at home, self-isolate and get tested by a health-care provider. No notification to staff or the community of these incidents will be made without consultation with Public Health.
- Students or staff who travel outside Canada need to self-isolate for 14 days.

### Environmental Measures

- Cleaning and disinfecting of surfaces will be done every 24 hours. This will include a more thorough professional cleaning of each classroom at least once weekly, and a deeper cleaning each mini-semester (approximately every three weeks) and in any areas of possible exposure after a Covid-positive case.
- Cleaning and disinfecting of high-touch surfaces will be done twice daily, including switches, doorknobs, and washrooms. Electronic devices & desks will be assigned to the same students as much as possible, and staff will supervise students to clean these before they will be next used by another individual. PE changerooms & lockers will be cleaned daily at lunch. The High Performance Centre will be electrostatically cleaned every day at lunch.
- In common areas, such as hallways and stairs, people must walk on the right and follow one-way flow signage, including use of indicated entrance and exit doors.
  - For movement between Manrell Hall and Blessed Edmund Rice Hall, the external doors near the Alumni Gym will be used to exit Rice and the north door will be used to enter Rice.
- Doors within the school will be left open as much as possible.
- Plexiglass barriers are provided to each teaching space, as well as front office, student services, learning centre, assistant principal offices, learning commons, and cafeteria. These barriers will be cleaned daily. A number of barriers will also be available to be used between student learning groups when necessary.
- Hand-sanitizing stations will be located at entrances, in each classroom, and in spaces used by students and staff.

- Lockers will not be used, with the exception of PE change room lockers. Elementary will commence using lockers in a safe, staggered fashion in November 2020.

### Administrative Measures

- Learning groups are created within the 60-person limit K-Gr 7 and 120-person limit Gr 8-12. Learning group sizes will be greatly reduced by keeping K-Gr 8, though attending daily, within their class groupings, and splitting Gr 10-12 grades into two learning groups of approximately 80 students attending on alternating days. As of October 29, Gr 9 students will also be split into two In-school Learning groups, though their official Learning Groups are still limited to their Students within learning groups are encouraged to minimize physical contact but 2m physical distancing is not required. Learning groups will be maintained through all activities at school. Requests for changing learning groups will not be permitted in general.
- We will utilize a mini-semester approach (4 classes only over 3-4 week periods, followed by the next 4 classes for 3-4 weeks) to minimize interpersonal exposure.
- The majority of Middle School students will remain in a Homeroom or primary learning group of approximately 28-32 students throughout the school year. Students who take Senior Level Math or Language classes will take the appropriate precautions when learning alongside another Learning Group.
- Each Middle School homeroom will take elective classes together to ensure learning group limits are maintained.
- Senior School Advisories will be re-organized from their usual multigrade format to being within each grade and each learning group.
- Students will report to school and go immediately to their first block classroom. The verbal daily health check (see below) will occur at this time.
- [Daily schedule](#) will be adjusted, with no break, 5-minute transition times between classes, plus staggered arrival and dismissal times.
- Lunch will be eaten in classrooms, and students will then have a break involving going outdoors as much as possible. Students will be designated different outside areas based on their grades. Cafeteria will be open to serve pre-ordered meals which will be picked up at lunch each day.
- All students are required to remain on-site during lunch, and staff are encouraged to do so as well.
- Seating plans will be used in all classes, with students using the same desk, chair, electronic device and other equipment as much as possible.
- Every classroom with two doors will have one designated entrance and one designated exit.
- Staff need to stay within their learning groups as much as possible and maintain physical distancing with those outside their learning group. All classes will have teacher shielding, and congregating in staff room will be discouraged.
- Gatherings (assemblies, masses, etc) will be minimized and limited to learning group sizes.

- Classroom activities that reduce face-to-face interactions, increase outdoor time, and increase spacing are encouraged. Desks will be arranged so students do not face each other and are spaced apart as much as possible.
- School visitors, including parents, will be discouraged as much as possible, with educational visitors being prioritized.
- Biking, walking, or private transport are encouraged, and masks are recommended for public transportation.
- [Signage](#) will be located throughout the school to promote hygienic practices.
- All garbage containers will be emptied at least daily.

### Personal Measures

- Any person who has Covid-19 related symptoms, has travelled outside of Canada in the last 14-days, or is a close contact of a confirmed Covid-19 infected person must stay home.
- Staff (by themselves) and students (by parents and verified by their teacher) need to be checked daily to confirm that they are not exhibiting any Covid-19 related symptoms using a [Daily Check](#). Students will be verbally checked by staff each morning.
- Any staff or student who falls ill while at school will be isolated in one of the two designated sick rooms near the Main Office, given a mask, and sent home as soon as possible.
- Staff and students will be required to [wash hands](#) as frequently as possible, and at a minimum: when arriving and leaving school, before eating, after using the toilet, after sneezing or coughing, whenever hands are physically dirty, and when moving between different learning environments.
- Staff students will cough or sneeze into their elbows, avoid touching their faces, and avoid sharing personal items.

### Personal Protective Equipment

- Non-medical masks or face shields are required for Gr 4-12 and staff. These will be used in all common areas, such as hallways and playgrounds, and in classrooms unless directed by the teacher to remove them. People are encouraged to bring their own masks from home, and each student and staff member will be initially given a cloth mask. Disposable masks will be provided to anyone who does not have their own.